DOCUMENT RESUME

ED 260 260 CE 042 267

AUTHOR	Kok, Marilyn R., Ed.
TITLE	Prevocational Instructional Materials. A Resource Guide. Vocational Special Needs Lending Library.
INSTITUTION	Texas A and M Univ., College Station. Coll. of Education.
SPONS AGENCY	Texas Education Agency, Austin. Dept. of Occupational Education and Technology.
PUB DATE	83
NOTE	27p.; For related documents, see CE 042 266-276.
PUB TYPE	Reference Materials - Bibliographies (131)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	Consumer Education; *Daily Living Skills; *Disabilities; Instructional Materials; Legal Education; Legal Responsibility; *Library Collections; Library Guides; Library Materials; *Mainstreaming; Postsecondary Education; *Prevocational Education; Secondary Education; Self Concept; Self Evaluation (Individuals); *Special Education; Vocational Education
IDENTIFIERS	*Special Needs Students

ABSTRACT

This resource guide, one of a series of annotated bibliographies describing the collection of the lending library of the Vocational Special Needs (VSN) Program at Texas A&M University, lists available prevocational instructional materials. Covered in the individual sections of the guide are the following topics: self-awareness materials, independent living materials, consumer education materials, students and the law, and helpful general resources. Each citation includes information concerning the author, title, and publisher of the work; its VSN accession number; and a brief abstract detailing its contents. (MN)

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VOCATIONAL SPECIAL NEEDS LENDING LIBRARY

Prevocational Instructional Materials

A Resource Guide

Edited by:

Marilyn R. Kok

The Vocational Special Needs Program
Texas A&M Unviersity

Support for this project was provided by
The Department of Occupational Education and Technology
Texas Education Agency

Project Director: Linda H. Parrish
1983

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For over five years, the Vocational Special Needs Program at Texas A&M University has offered a lending library of materials to educators in Texas who desire information on the vocational needs and preparation of special education students. In 1981, the library was computerized, simplifying access and increasing the library's popularity. A complete Catalog of Holdings was published in 1981, with supplements each year. Our subscribers (and we encourage any educator in Texas to become one) have begun to ask for more specialized and more "user-friendly" resource guides. We are responding with this series of manuals.

Guides in the series will address the following topics:

Agricultural Education Materials
Assessment Materials
Audio-Visual Materials
Employment-Related Instructional Materials
Health Education Materials
Homemaking Materials
Industrial Education Materials
Limited English Proficiency Materials
Marketing and Distributive Education Materials
Office Education Materials
Prevocational Instructional Materials

We hope these resource guides will encourage more subscribers to the library. We are currently acquiring many software packages for teachers to use in computer-assisted instruction, but remain interested in hearing about any resources you can recommend to us. Please contact us if our library can be of any assistanc to you.

The Vocational Special Needs Program
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SELF-AWARENESS MATERIALS

Blessing, Kenneth R. A Persisting Life Needs Approach to a Curriculum for the Educable Mentally Retarded. Madison: Wisconsin Department of Public Education, n.d. VSN# 00129.

The book first describes the "Persisting Life Needs Approach," then devotes most of the book to learning units, on such topics as (1) Communication, (2) Understanding One's Self, (3) Getting Along with Others, (4) How to Handle and Adjust to One's Social, Technological, and Physical Environment, (5) Wise Use of Leisure Time, and (6) Appreciating, Creating and Enjoying Beauty. Each unit describes aims, the unit's center of interest, introductory discussions, language arts, number concepts, and related activities.

Bobbitt, Norma and Alberta Dobry. Improving Relationships with My Family. N.p.: Michigan State University, n.d. VSN# 00137.

This book, combining materials for teacher and students, begins with preparatory activities for determining students' attitudes about the family, and then describes concepts and activities. This latter section includes objectives, directions, and activities. Topics include (1) Family Functions and (2) Individual Family Characteristics. Appendices are student worksheets and handouts.

Bobbitt, Norma and Alberta Dobry. Improving Relationships with Grandparents. N.p.: Michigan State University, n.d. VSN# 00136.

Similar in design to the book above by Bobbitt and Dobry, concepts in this book are (1) Relationships Between Young and Old, (2) Characteristics of the Aging, and (3) Improving Relationships Between Young and Old.

Bobbitt, Norma and Alberta Dobry. Improving Relationships with Siblings. N.p.: Michigan State University, n.d. VSN# 00138.

Concepts include (1) Factors that Cause Conflicts and (2) Improving Sibling Relationships.

Bobbitt, Norma and Alberta Dobry. Improving Relationships with Friends. N.p.: Michigan State University, n.d. VSN#: 00135.

Concepts include (1) Selecting Friends, (2) Influence of Peers Upon Personal Behavior, (3) Personal Assessment of Social Acceptance, and (4) Improving Communication with Friends.

Clayton, Thompson. What It Takes: Developing Skills for Contemporary Living. Belmont, California: Fearon Pitman Pub., 1972. VSN# 02268.

A fictional account of a 16-year-old boy whose father leaves home, requiring the boy to support the family. He does so through a work-study program. The book traces the family's experiences coping with limited finances, the boy's experiences on the job, their feelings, failures, and frustrations. Each chapter has questions and discussion topics.

Goldstein, Arnold P., Robert P. Sprafkin, N. Jane Gershaw, and Paul Klein. Skillstreaming the Adolescent: A Structured Approach to Teaching Prosocial Skills. Champaign, Il.: Research Press Co., 1980. VSN# 02052.

Designed to teach students to cope with social and personal problems, this book begins with an explanation of "Structured Learning," then devotes most of the book to training activities. Topics include communication skills, asking for help, giving or following instructions, apologizing, expressing feelings, dealing with aggression, coping with stress, learning to plan, and many more (50 skills in all). Steps for each skill are listed, with trainer notes, suggestions for modeling, and further comments. The book is not written for special education students, but has excellent information.

Kamp, Susan H. and Philip C. Chinn. A Multiethnic Curriculum for Special Education Students. Reston, Va.: Council for Exceptional Children, 1982. VSN# 01917.

Units address (1) Identity, (2) Communication, (3) Life Styles, (4) Immigration and Migration, and (5) Prejudice and Discrimination. Units include teaching concepts, desired outcomes, and learning activities. Activities list backgrounds, objectives, materials, teaching time, task guidelines, handouts, definitions, and lists of resources. The book concludes with an extensive bibliography.

Lakeshore Curriculum Materials Center. Competency Lab. Carson, Ca.: Author, n.d. VSN# 01774.

This training kit comes with comprehensive training materials for use with students and a cassette. The topic related to Self-Awareness addresses Following Directions.

Lawson, Gary D. Better Living. Elk Grove, Ca.: Author, 9488 Sara Street, 1964. VSN# 00738.

A workbook written specifically for use by high school special education students, this book addresses (1) Morals and Virtues, (2) Marriage, and (3) Parenthood.

Lawson, Gary D. Safe and Sound. Elk Grove, Ca.: Author, 1965. VSN# 00743.

A workbook for high school special education students, this book addresses (1) Planned Parenthood, (2) Prenatal Care, (3) Baby Care, (4) Accident Prevention, and (5) First Aid.

Mafex Asso. Medical Living Skills Flash Cards. Johnstown, Pa.: Author, 1982. VSN# 02225.

These are flash cards to use with students.

Mitchell, Joyce Slayton. See Me More Clearly: Career and Life Planning for Teens with Physical Disabilities. New York: Harcourt, Brace, Jovanovich, 1980. VSN# 02076.

This book has chapters discussing problems facing disabled teenagers--sexuality, handicapism, sports, and friends--then describes steps students can take to plan future education and careers. The book also has a thirty-page section called "Charting Your Course: Life Career Skills," by Ellen J. Wallach. Though interesting to read, the book does have a slightly higher vocabulary level than most special education textbooks.

Nored, Arnold. Health I: Reading Book. New York: Harcourt, Brace, Jovanovich, Inc., 1979. VSN# 01876. Comes with a Teacher's Manual (VSN# 01875).

Written for adults, this book nevertheless covers basic information on preventive care and health maintenance, nutrition, basic safety measures and first aid, and drug control and abuse. Simply written with numerous illustrations, charts, and photographs, these books could be used profitably by higher level special education students. Comes with a student workbook (VSN# 01877).

Nored, Arnold. Health II: Reading Book. New York: Harcourt Brace Jovanovich, 1979. VSN# 01879. Comes with a Teacher's Manual (VSN# 01878).

Similar to text above, this has units on Understanding Yourself, Marriage and the Family, Parenting and Family

Planning, Pregnancy and Childbirth, Child Rearing, and The Adolescent. Comes with a student workbook (VSN# 01880).

Roderman, William Ho. Reading and Following Directions. Hayward, Ca.: Janus Book Publishers, 1978. VSN# 02010. (Teacher's Manual attached.)

Written and well-illustrated for students to use, this book covers following directions while making and assembling things, using appliances, reading labels, and more. Has ample worksheets for students to complete.

Schwartz, Anita K. and Deborah Guth. Keeping Fit. Hayward, Ca.: Janus Book Publishers, 1982. VSN# 02016. (Teacher's Manual attached.)

Written simply for students and well photographed, this text covers (1) Physical Fitness, (2) Exercise, (3) Body Building, and more. It has a few review exercises and worksheets.

Schwartz, Anita K. and Deborah Guth. Looking Good. Hayward, Ca.: Janus Book Publishers, 1982. VSN# 02017. (Teacher's Manual attached.)

Written simply for students and well photographed, this book has units on (1) Good Grooming, (2) Skin Problems, (3) Caring for your Hair, and more. Comes with a few review exercises and worksheets.

Shedd, Charlie W., ed. You Are Somebody Special. New York: McGraw-Hill, 1978. VSN# 02073.

With chapters on teenagers' specialness, feelings, attitudes, friends, family, future plans, and more, by authors like Bill Cosby and others, this book could be useful to higher-level readers.

Valett, Robert E. My Self Checklist. Belmont, Ca.: Fearon-Pitman, 1973. VSN# 02232.

A checklist for students to fill out on personal perceptions of their personalities, interests, values, strengths and weaknesses. Printed in extra large type.

INDEPENDENT LIVING MATERIALS

Anderton, Nancy. Forms. Belmont, Ca.: Pitman Learning, 1983. VSN# 02285.

Topics that teach independent living in this book address banking, applying for a driver's license, renting, applying for credit cards, and getting car loans. Each form has simply stated, but complete instructions with it.

Anema, Durlynn. Sharing an Apartment. Hayward, Ca.: Janus Book Publishers, 1981. VSN# 02006. (Teacher's Manual attached.)

Written for students to use, this book has ten units related to sharing an apartment, including paying bills, having parties, housework, and more.

Bromberg, Murray, Julius Liebb, and Arthur Traiger. 504 Absolutely Essential Words. Woodbury, N.Y.: Barron's Education Series, Inc., 1975. VSN# 01767.

Forty-two lessons, with twelve new words each, comprise this vocabulary book. Each new word is given in three ways to show its uses, each includes a paragraph using it, and practice questions.

Chan, Janis Fisher. Pay by Check: A Guide to Checking Accounts. Hayward, Ca.: Janus Book Publishers, 1981. VSN# 02012. (Teacher's Manual attached.)

Written for students to use, with numerous illustrations, activities, and exercises, this book has nine units related to checking accounts.

Ferrell, Carolyn. Telephone. Johnstown, Pa.: Mafex Associates, Inc., 1982. VSN# 02201.

This book includes 37 activities on using the telephone. The book has numerous illustrations and especially large print.

Greatsinger, Calvin. Machine-Age Riddles. Syracuse, N.Y.: New Readers Press, 1975. VSN# 01782.

This "riddle book" gives directions for 34 things students see every day in their home and community. Students are asked to guess what object directions go to. Answers are at the back of the book.

Greatsinger, Calvin. Read the Instructions First. Syracuse, Pa.: New Readers Press, 1976. VSN# 01785.

Students are given pictorial instructions for 25 tasks (among them using spot remover, copy machines, and spray paints, giving mouth-to-mouth resuscitation, and getting a license). Worksheets follow each set of instructions.

Greatsinger, Calvin. Signs Around Town. Syracuse, N.Y.: New Readers Press, 1976. VSN# 01783.

This book presents 25 photographs of signs around town (from a drive-in, a theater, an airport, and others), then gives a worksheet for students to work on.

Grebel, Rosemary and Phyllis Pogrund. Becoming a Driver. Hayward, Ca.: Janus Book Publishers, 1981. VSN# 01786. (Teacher's Manual attached.)

Written for students, this book has units on getting a driver's licence, serving a car, breaking the law, getting insurance, and more.

Gundlach, Patricia Parrott and Keenan Colton Kelsey. Using the Phone Book. Hayward, Ca.: Janus Book Publishers, 1980. VSN# 02005.

Written for students to use, this book has nine units on using the telephone, with ample exercises and acivities.

Hudson, Margaret W. and Ann A. Weaver. Getting Ready for Pay Day (Part 1: Checking Accounts). Phoenix, N.Y.: Frank E. Richards, 1966. VSN# 01919.

This book covers what banks are, opening a checking account, writing checks, keeping records, and endorsing checks. Each unit includes brief information and worksheets.

Hudson, Margaret W. and Ann A. Weaver. Getting Ready for Pay Day (Part 2: Savings Accounts). Phoenix, N.Y.: Frank E. Richards, 1963. VSN# 01920.

This book includes units on expenses, savings accounts, making a deposit, withdrawing money, and keeping records. Each unit has information on the topic and worksheets.

Hudson, Margaret W. and Ann A. Weaver. Plans for Living: Your Guide to Health & Safety. Belmont, Ca.: Pitman Learning, 1973. VSN# 02279.

Describes how students can help their bodies grow, keep themselves healthy, strong, rested, safe, and well, and feelings. Each unit includes a simply-written and illustrated lesson, and a worksheet.

Hudson, Margaret W. Plans for Living: Teacher's Manual and Answer Book. Belmont, Ca.: Fearon Publishers, 1973. VSN# 02280.

This manual has teaching suggestions as well as answers.

Kelley, Patrick. Building Safe Driving Skills: Chapter Tests. Belmont, Ca.: Fearon-Pitman, 1977. VSN# 02283.

Includes 16 duplicatable tests and a final examination, to accompany Neal Rathjen's text (see below).

Lakeshore Curriculum Materials Co. Competency Lab. Carson, Ca.: Author, n.d. VSN# 01774.

This training kit comes with materials and cassettes on ten topics. Units related to Independent Living address using the telephone book, getting around town, and reading the newspaper.

Lakeshore Curriculum Materials Co. Survival Guide. Carson, Ca.: Author, 1976. VSN# 01792.

Units in this book related to Independent Living address (1) Talking Taxes, (2) Opening a Bank Account, (3) Applying for Credit, (4) Traffic Signs, and many more. Each unit includes objectives, vocabulary, specific skills to be learned, in-class activities.

Lawson, Gary D. Newspaper Reading. Elk Grove, Ca.: Author, 1960. VSN# 00742.

This book presents activities for students to complete with a newspaper, on reading, understanding, and using each section of a newspaper.

Lawson, Gary D. Where It's At. Elk Grove, Ca.: Author, 1973. VSN# 00745.

Written specifically for high school special education students, this workbook covers (1) Map Reading, (2) the Western Hemisphere, and (3) Eastern Hemisphere.

Lawson, Gary D. Everyday Business. Elk Grove, Ca.: Author, 1958. VSN# 00740.

Also prepared for high school special education students, this workbook covers (1) Banking, (2) Budgeting, (3) Buying, (4) Federal Income Tax, and (5) Insurance.

Lawson, Gary D. Everyday Business Teacher's Guide and Answer Book. Elk Grove, Ca.: Author, 1976.

To accompany the textbook above this book gives general directions, supplementary activities, reading grade levels, objectives, tests, and answers.

Match, Stephen D. Fill in the Blanks. Johnstown, Pa.: Mafex Asso., 1974. VSN# 02207.

Units in this book related to Independent Living address (1) Money and Banking, (2) On the Road (Licenses, Maps, Signs, etc.), and (3) Taxes. Each unit includes information, forms and worksheets for students to complete.

McMillan, Constance Van Brunt. Buying on Credit. St. Paul, Mn.: Changing Times Education Service, 1979. N.n.

Written for students, well-illustrated and filled with worksheets and activities, this book has units on (1) When You Need Credit, (2) When You Say "Charge It," (3) When You Need to Borrow Money, and (4) Using and Misusing Credit.

Parsky, Larry M. Mathematics for Everyday Living: Teacher's Edition. Johnstown, Pa.: Mafex Asso., n.d. VSN# 02183.

To be used with text below, this edition includes (1) Instructions with supplementary activities for teaching key concepts in each unit, (2) Activities for correlating the units with language arts activities, (3) Answer keys, and (4) A completed student's workbook.

Parsky, Larry M. Target Mathematics for Everyday Living. Johnstown, Pa.: Mafex Asso., 1969. VSN# 02257.

Written for high school EMR students, this book covers (1) Using Sales Tax, (2) Using a Savings Account, (3) Using a Checking Account, (4) Figuring Out the Total Cost, and others. Each unit begins with a general explanation, follows with worksheets, and ends with a test.

Rathjen, Neal H. Building Safe Driving Skills: Student Workbook. Belmont, Ca.: Pitman Learning, 1977. VSN# 02281.

This book covers 16 units related to driver's education, with each unit including (1) Words for Study, (2) Chapter Review, (3) Multiple Choice worksheet, and (4) Comprehension Questions. See Patrick Kelley's Chapter Tests, an accompanying text.

Richey, Jim. Banking Language: A Survival Vocabulary. Hayward, Ca.: Janus Book Publishers, 1980. VSN# 01222. (Teacher's Manual attached.)

This book has six units, each beginning with a list of vocabulary words and with numerous exercises and activities following. Written for students to use. Comes with a Flash Card Book (VSN# 02025).

Richey, Jim. Credit Language: A Survival Vocabulary. Hayward, Ca.: Janus Book Publishers, 1980. VSN# 01837. (Teacher's Manual attached.)

Similar to above text. Comes with a Flash Card Book (VSN# 02027).

Richey, Jim. Driver's License Language: A Survival Vocabulary. Hayward, Ca.: Janus Book Publishers, 1980.

Similar to above texts. Comes with a Flash Card Book (VSN# 02028).

Robbins, Jean. Reading for Every Day: Survival Skills. Pleasantville, N.Y.: Sunburst Communications, 1979.

This training kit has units on getting around town, using the telephone book, following directions, and more. Each unit has numerous activities for students to do.

Roderman, Winifred H. Getting Around: Cities and Towns. Hayward, Ca.: Janus Book Publishers, 1979. VSN# 01800. (Teacher's Manual attached.)

Written for students, this book has eight units on getting around town, including getting around a building, reading a map, using a directory, using public transportation, and more.

Roderman, Winifred H. Reading Schedules. Hayward, Ca.: Janus Book Publishers, 1978. VSN# 02008. (Teacher's Manual attached.)

Written for students, with numerous illustrations, exercises, and activities, this book has units on reading dates,

time, movie, TV, and radio schedules, sports schedules, transportation schedules, and more.

Royce, Sherry and Christopher Ransom Miller. Community Services. Belmont, Ca.: Pitman, Inc., 1980. VSN# 02290.

This book's five chapters describe a community, who is included, services, and function. Print is large, the chapters short, with numerous photographs. Vocabulary lists and worksheets follow each chapter.

Stein, Wendy. Your Daily Paper. Syracuse, N.Y.: New Readers Press, 1977.

For each of 25 topics, this book presents samples from newspapers, then several pages of worksheets. A word list and answer key follow.

Vermont Department of Education. Individualized Driver Education for the Handicapped. Montpelier, Vt.: Vermont Department of Education, n.d. VSN# 02217.

This book includes instructions for teaching disabled individuals to drive. The print is extremely small, the book poorly laid out and difficult to read, but pictures in the back could be useful.

Waelder, Patricia Kelly. Caution: Fine Print Ahead. Syracuse, N.Y.: New Readers Press, 1978. VSN# 01815.

In this book, students are given 25 common examples of "legalese," such as guarantees, leases, and jury duty notices. Worksheets accompany each.

Waelder, Patricia Kelly. It's on the Map. Syracuse, N.Y.: New Readers Press, 1978. VSN# 01813.

This book includes 25 examples of maps, including road, weather, trail, floor maps, and more. Worksheets accompany each.

Waelder, Patricia Kelly. Let's Look It Up. Syracuse, N.Y.: New Readers Press, 1977. VSN# 01814.

This book gives 25 examples from the most common and easily accessible reference materials, such as examples from the dictionary, telephone book, and catalogs, and using graphs and charts. Worksheets accompany each.

CONSUMER EDUCATION

Anderton, Nancy. Forms. Belmont, Ca.: Pitman Learning, 1983. VSN# 02285.

This book presents forms for students to complete, with complete, simply written instructions. Topics under this category address rental housing applications, car loan applications, and insurance forms.

Belina, Virginia Sweet. Planning for Your Own Apartment. Belmont, Ca.: Pitman Learning, 1975. VSN# 02273.

Units address (1) Planning, (2) Looking for an Apartment, (3) Furnishing your Apartment, (4) Shopping for the Apartment, (5) Budgeting, (6) Decorating, and (7) Sharing an Apartment. Each unit includes information, illustrations, questions, and worksheets. (Teacher's Guide follows.)

Belina, Virginia Sweet. Teacher's Guide (to accompany Planning for Your Own Apartment). Belmont, Ca.: Fearon Pitman Pub., 1977. VSN# 02274.

This includes special study words, exercise answers, suggestions for expanding each unit, and related activities.

Canario, Jack. Be Ad-Wise. Hayward, Ca.: Janus Publishers Co., 1981. VSN# 02015.

Written for students, this book has ten units related to reading ads, including units on finding the best price, how to use coupons, free offers, and more.

Ferrell, Carolyn. Food. Johnstown, Pa.: Mafex Asso., 1982. VSN# 02200.

This wookbook includes 34 activities for students to complete, on topics such as choosing food, planning menus, eating out, reading recipes, and finding items in a grocery store. Illustrations fill the book, which is printed in extra large type for easier reading.

Ferrell, Carolyn. Medicine. Johnstown, Pa.: Mafex Asso., 1982. VSN# 02199.

Activities address topics such as reading labels, following medical instructions, over-the-counter medical supplies, and more. Actual products are pictorially represented.

Ferrell, Carolyn. Shops & Services. Johnstown, Pa.: Mafex Asso., 1982. VSN# 02202.

Forty activities for students to complete fill this book, on topics such as understanding signs, counting change, finding the best value, sending letters, and more. Again, illustrations fill the book, which is printed in large type.

Fletcher, William and Patrick Kelley. Finding A Good Used Car. Hayward, Ca.: Janus Book Publishers, 1977. VSN# 01776.

This book, written for students and well-illustrated, has eight units on buying a car, including units on choosing a car, age and mileage, road tests, and more.

Greatsinger, Calvin. Label Talk. Syracuse, N.Y.: New Readers Press, 1976. VSN# 01784.

This book gives 26 pictorial examples of labels from items such as batteries, paint, and clothing. Worksheets accompany each example.

Henderson, Joan E. A Good Citizen At Home. Johnstown, Pa.: Mafex Asso., 1977. VSN# 02186.

With very little reading required, this workbook includes activities for students to complete on maintaining a home. Very simple vocabulary words are introduced. The workbook was written for borderline trainable-educable mentally retarded students. (Teacher's Manual follows.)

Henderson, Joan E. Teacher's Manual (to accompany A Good Citizen at Home). Johnstown, Pa.: Mafex Asso., 1977. VSN# 02187.

This manual includes pre-tests, materials, teacher preparation, notes, and lessons for the teacher to use with the text above.

Hudson, Margaret W. and Ann W. Weaver. Getting Ready for Pay Day (Part 3: Planning Ahead). Phoenix, N.Y.: Frank E. Richards, 1966. VSN# 01921.

Units address (1) getting paid, (2) budgeting, (3) meeting needs, and (4) planning ahead. Each unit gives information and worksheets.

Kahn, Charles H. and J. Bradley Hanna. Money Makes Sense. Belmont, Ca.: Pitman Learning, 1972. VSN# 01789.

This workbook offers information and activities on American money, its history, coinage, and value. Many of the worksheets give students practice counting money.

Kahn, Charles H. and J. Bradley Hanna. Using Dollars and Sense. Belmont, Ca.: Pitman Learning, 1973. VSN# 01853.

This workbook for students includes activities on counting money, making change, figuring costs for multiple items, and figuring unit costs. With 107 pages, the workbook offers plenty of activities.

Kaliski, Lotte and Ann Anders. Real Life Activities. Johnstown, Pa.: Mafex Asso., 1981. VSN# 02168.

This kit presents samples of advertising materials, forms, and brochures for application of grammar, math, social studies, geography-orientation and decision-making skills. The kit includes (1) a student text with numerous worksheets, (2) teacher instructions/answer key, (3) actual brochures and advertising materials, and (4) sales slips.

Kelsey, Keenan Colton and Patricia Parrott Gundlach. More for Your Money: A Guide to Comparison Shopping. Hayward, Ca.: Janus Book Publishers, 1981. VSN# 02014.

Written for students, this book has ten units related to comparison shopping, including units on comparing products, stores, packages, and more. Has many exercises and activities for students to complete.

Kern High School District. Home Maintenance. Kern, Ca.: Career Training Center, Author, n.d. VSN# 00685.

This book includes 17 activities related to maintaining a home, including lawn care, painting, and cleaning. Each activity has an introduction, demonstration, instruction, post-test, evaluation, and follow-up steps.

Kranich, Roger E. and Jerry L. Messec. Cars! Cars! Cars. Johnstown, Pa.: Mafex Asso., 1980. VSN# 02198.

This book, written for students, has units on (1) Getting a Car and (2) Keeping Your Car Running. With over 25 topics covered, the book comprehensively covers the topic. Has many exercises, activities, and discussion questions for students, with tests and answer sheets.

Lakeshore Curriculum Materials Center. Competency Lab: Daily Living Skills. Carson, Ca.: Author, n.d. VSN# 01774.

This training kit has comprehensive training materials and a cassette for ten units. Those related to Consumer Education are (1) Advertising Techniques, (2) Buying from a Catalog, (3) Using Credit Cards and (4) Labels.

Lappin, Myra A. and Sanford J. Feinglass. Need A Doctor?. Hayward, Ca.: Janus Book Publishers, 1981. VSN# 02004.

Written for students' use, this book has units related to every aspect of seeing a doctor.

Larned, Phyllis and Nicholas J. Randall. Reading A Newspaper. Hayward, Ca.: Janus Book Publishers, 1978. VSN# 02007.

Simply written for students, with many large photographs, this book covers all aspects of a newspaper. Has many exercises and worksheets for students to complete.

Mafex Asso. Word Cards. Johnstown, Pa.: Anchor, 1982.

This set has word cards related to the following topics:

Travel Living Skills (VSN# 02226)
Home Management Living Skills (VSN# 02227)
Shopping List Living Skills (VSN# 02228)

Match, Stephen D. Fill In the Blanks. Johnstown, Pa.: Mafex Asso., 1974. VSN# 02207.

Units in this book that relate to Consumer Education address (1) Buying Through the Mail, (2) Buying on Credit, (3) Your Own Apartment, and (4) Insurance. Each unit includes information and forms for students to complete.

McMillan, Constance Van Brunt. Cara's Caper or So You Want to Buy a Car? St. Paul, Mn.: Changing Times Education Service, 1979. VSN# N.n.

Using a fictional account of one student's experiences, this book covers numerous topics related to buying a car. For use by students, this book is simply written and well-illustrated.

McMillan, Constance Van Brunt. Repairs Without Rip-offs. St. Paul, Mn.: Changing Times Education Service, 1979. N.n.

Written for students, this book has four units: (1) What is a Warranty, (2) Finding the Right Repair Shop, (3) Complaints, and (4) a review section. Has ample activities and exercises for students to complete.

Nored, Arnold. Coping in Today's Society. New York: Harcourt Brace Jovanovich, 1980. VSN# 01862.

This series, although written for adults, has simple language, many illustrations, and plenty of activities and

exercises for students to complete. Books in the series include:

Consumer Economics I: Reading Book VSN# 01862.
Including topics on counting and currency, measuring and metrics, comparison shopping, ordering food, catalog ordering, and care and upkeep of personal possessions. Comes with Student Workbook (VSN# 01863) and a Teacher's Manual (VSN# 01861).

Consumer Economics II: Reading Book VSN# 01864.
Including topics on money management, income tax, social security and insurance, banking services, and using credit. Comes with a Student Workbook (VSN# 01865).

Consumer Economics III: Reading Book VSN# 01807.
Including units on world resources, housing and utilities, car buying and maintenance, advertising techniques, and consumer fraud. Comes with a Student Workbook (VSN# 01868).

Pogrund, Phyllis and Rosemary Grebel. Caring for Your Car. Hayward, Ca.: Janus Book Publishers, 1981. VSN# 02011.

Written for students this book has ten units related to the care of cars, including units on gas, batteries, tires, lights, and more.

Philip Roy, Inc. How to Handle Money. Indian Rocks Beach, Fl.: Author, 1980. VSN# n.n.

This training kit includes readers for students and accompanying cassettes, and a teacher's guide. The content covers forms and demonstrations of money, check writing, and money records.

Richey, Jim. Clothing Language: A Survival Vocabulary. Hayward, Ca.: Janus Book Publishers, 1979. VSN# 01836. (Teacher's Manual attached.)

This book, written for students, has five units each beginning with a vocabulary list, followed by numerous activities for learning those words. Comes with a Flash Card Book (VSN# 02026). Other books in the series that relate to Consumer Education are:

Drugstore Language VSN# 01838.
Flash Card Book VSN# 02029.
Entertainment Language VSN# 01839.
Flash Card Book VSN# 02030.
Medical Langauge VSN# 01799.
Flash Card Book VSN# 02032.

Restaurant Language VSN# 01842.
Flash Card Book VSN# 02033.
Supermarket Language VSN# 01841.
Flash Card Book VSN# 02034.

Read, Ralph. When the Cook Can't Look: A Cooking Handbook for the Blind and Visually Impaired. New York: Continuum, 1981. VSN# 02214.

In addition to recipes, this book gives numerous techniques for visually impaired cooks to use.

Robbins, Jean. Reading for Every Day: Survival Skills. Pleasantville, N.Y.: Sunburst Communications, 1979.

This training kit has units on shopping by mail, getting what you paid for, and more. Each unit has numerous training activities for students to complete. A teacher's text comes with the kit.

Royce, Sherry and Christopher Ransom Miller. Health. Belmont, Ca.: Pitman Learning, 1980. VSN# 02293.

Chapters describe tactics for remaining fit, healthy, and safe. Each chapter begins with an informational section, followed by a vocabulary list and student activities. Large print and photographs make the book attractive.

Royce, Sherry and Christopher Ransom Miller. Money Management. Belmont, Ca: Pitman Learning, 1980. VSN# 02291.

The book's six chapters address keeping track of money, supplying a home, transportation, buying food, and other uses for money. Each chapter begins with an informational section, followed by a vocabulary list, and learning activities for students to complete. The book is made attractive by large print and photographs.

Schwartz, Anita K. and Deborah Guth. Eating Right. Hayward, Ca.: Janus Book Publishers, 1982. VSN# 02018. (Teacher's Manual attached.)

Written for students, this book has seven units related to eating a balanced diet.

Thypin, Marilyn and Lynne Glasner. Consumer Education Series. St. Paul, Mn.: EMC Corporation, 1979. VSN# 01848.

This training kit comes with reading books for students, and cassette tapes. Topics include:

(1) More Food for Our Money
(2) When Things Don't Work
(3) Wheels and Deals
(4) Try It On
(5) Put Your Money Down

The books relate the fictional experiences of young adults. Teacher's Guides come with the set.

Waelder, Patricia Kelly. Caution: Fine Print Ahead. Syracuse, N.Y.: New Readers Press, 1978. VSN# 01815.

This book offers 25 pictorial samples of commonly encountered "legalese," including licenses, contracts, and guarantees. Worksheets accompany each sample.

Weaver, Ann A. Getting Ready to Cook. Belmont, Ca.: Pitman Learning, 1974. VSN# 02264.

Includes units on planning menus, cooking, cleaning up, and more related to preparing meals, plus a kitchen dictionary. The book has short instructional sections, activities, worksheets, and consumer information. (Teacher's Manual follows.)

Weaver, Ann A. Teacher's Manual (to accompany Getting Ready to Cook). Belmont, Ca.: Pitman Learning, Inc., 1974. VSN# 02265.

This manual offers suggestions for using and supplementing the text above.

Weaver, Ann A. Planning Meals and Shopping. Belmont, Ca.: Pitman Learning, Inc., 1970. VSN# 02266.

Units in this book address choosing foods, planning meals, shopping, finding the best store and values, and storing foods. Each unit has an informational section and activities for students to complete. (Teacher's Manual follows.)

Weaver, Ann A. Teacher's Manual (to accompany Planning Meals and Shopping). Belmont, Ca.: Fearon Pitman Pub., 1970.

This manual gives suggestions for activities and resources on the text above.

Weaver, Ann A. Young Homemaker's Cookbook. Belmont, Ca.: Pitman Learning, 1974. VSN# 02263.

An extremely simply written cookbook, with suggested recipes for breakfast, lunch, dinner, and dessert. Sections on measurements, abbreviations, and cooking terms follow. Teacher's manual accompanies text.

Wilson, Rachel. Master Your Money: A Guide to Budgeting. Hayward, Ca.: Janus Book Publishers, 1981. VSN# 02014.

Written for students, this book has ten units on managing money, including units on deciding how to spend money, setting priorities, monthly and yearly expenses, and more. Has many exercises and activities for students to complete.

STUDENTS AND THE LAW

Chan, Janis Fisher. Getting Help: A Guide to Community Services. Hayward, Ca.: Janus Book Publishers, 1981. VSN# 02003. (Teacher's Manual attached.)

Written for students, this book has ten units on the different services available in a community.

Grimes, L.A. Student's Personal Adjustment to Work. Austin: Instructional Materials Center, University of Texas, 1973. VSN# 02145.

Written for students in regular vocational education cooperative classes, this text has a unit on civic responsibilities. For fairly good readers.

Henderson, Joan E. Good Neighbors. Johnstown, Pa.: Mafex Asso., 1977. VSN# 02184. Comes with a Teacher's Manual (VSN# 02185).

A very simple workbook for lower level students on skills, habits, and attitudes necessary for living in a community.

Match, Stephen D. Fill in the Blanks. Johnstown, Pa.: Mafex Asso., 1977. VSN# 02207.

This workbook for secondary special education students has a unit with information on selective service and voting.

Miller, Christopher Ransom and Sherry Royce. Government and Law. Belmont, Ca.: Pitman Learning, 1980. VSN# 02289.

This reader for students explains what government is and does for us. Simply written, with many photographs, this book has vocabulary lists and worksheets for students at the end of each chapter.

Nored, Arnold. Community Resources: Reading Book. New York: Harcourt Brace Jovanovich, 1980. VSN# 01870.

Written for adults, this text nevertheless has very simple language, many illustrations, and some exercises for students. Units cover Information and Aid, Public Assistance Programs, Driving, Transportation and Reservations, Recreation, and Mass Media and Public Opinion. Comes with a Student Workbook (VSN# 01871).

Nored, Arnold. Government and Law. New York: Harcourt Brace and Jovanovich, 1979. VSN# 01873.

Similar to the text above, this includes units on Government Structure and Function, Civil Law and Criminal Law, Citizens' Rights and Duties, and Legal Documents. Comes with a Student Workbook (VSN# 01874).

Phillips, Maxine. Your Rights When You're Young. Syracuse, N.Y.: New Readers Press, 1979.

Written for students, this book explains student's rights related to their families, community, medical care, school, police, courts, and more. Recommended by a VAC.

HELPFUL GENERAL RESOURCES

The following resources are among the most helpful general resources in our library and we would like to recommend their for your professional reading. Among the topics covered in these books are legal considerations of providing vocational education to handicapped students, classroom management, strategies for dealing with specific handicapping conditions, and more.

Altfest, Myra (Ed.). Voational Education for Students with Special Needs: A Teacher's Handbook. Fort Collins, Colorado: Dept. of Vocational Education, Colorado State University, 1975. VSN# 00039

One of the all-time best resources, the book has sections on identifying students, learning styles, and teaching methods that are especially helpful.

Bowe, Frank. Handicapping America: Barriers to Disabled People. New York: Harper & Row, 1978. VSN# 00151

Written by the director of the American Coalition of Citizens with Disabilities, this book describes the experiences of disabled people in an easily read and very interesting style. Definitely worth reading.

Brolin, Donn E. Vocational Preparation of Persons with Handicaps. Columbus: Charles E. Merrill, 1982. VSN# 00169

A well-presented textbook with four main sections: Background, Vocational Evaluation, Vocational Development, and Program Models.

Clark, Donald L., et. al. Making Mainstreaming Work: A Handbook for Vocational Administrators. College Station, Texas: Vocational Special Needs Program, College of Education, Texas A&M University, 1979. VSN# 00234

A practical guide for educators, including many inservice activities and resources.

Connis, Richard T., Jo-Ann Sowers, and Linda E. Thompson. Training the Mentally Handicapped for Employment. VSN# 01719

This book explains how to set up a comprehensive training program for retarded students, including administrative policy, funding, skills to be trained, techniques, placement and follow-up, assessment, and much more.

Dahl, Peter R., Judith A. Appleby, and Dewey Lipe. Mainstreaming Guidebook for Vocational Educators: Teaching the Handicapped. Salt Lake City, Utah: Olympus Publishing Co., 1978. VSN# 00307

Thorough, easy-to-read, this book is a purchase.

Halloran, William, et. al. Vocational Education for the Handicapped: Resource Guide to Federal Regulations. Out of print. VSN# 00521

This handbook describes in detail the provisions of the three most important laws affecting the vocational preparation of special needs students: The Rehabilitation Act of 1973, Section 504; The Education of the Handicapped Act; and the Vocational Education Act of 1963. It then compares the laws.

Jones, Vernon F. Adolescents with Behavior Problems: Strategies for Teaching, Counseling, and Parent Involvement. Boston: Allyn and Bacon, 1980. VSN# 01845

Useful, well-written, this book will help you understand adolescents, cope with and change their behavior, and communicate effectively with htem. It has numerous activities to help adolescents learn to communicate better and has a good section on dealing with parents of adolescents with behavior problems.

Kok, Marilyn and Linda H. Parrish (Eds.). Insights Into Instruction: A Discussion of Three Handicapping Conditions for Vocational Teacher Educators. College Station, TX: Vocational Special Needs

Program, College of Education, Texas A&M University, 1981. VSN# 01698

This book summarizes a conference in which special educators and vocational educators discussed the characteristics and vocational training needs of three handicapping conditions: mental retardation, learning disabilities, and emotional disturbance. The section on emotional disturbance is especially useful.

Mann, Lester, Libby Goodman, and J. Lee Wiederholt. Teaching the Learning Disabled Adolescent. Boston: Houghton Mifflin, 1978. VSN# 00801

A very complete description, if somewhat technical, of the characteristics, needs, and perspectives of adolescents with learning disabilities.

Martin, Reed. Educating Handicapped Children: The Legal Mandate. Champaign, IL: Research Press Company, 1979. VSN# 00807

A concise, well-written description of the legal supports for the education of handicapped students.

Meers, Gary D. (Ed.). Handbook of Special Vocaitonal Needs Education. Rockville, MD: Aspen Systems Corporation, 1980. VSN# 00884

A lengthy and thorough presentation of vocational special needs. A good resource.

Miller, Sidney R. and Patrick J. Schloss. Career-Vocational Education for Handicapped Youth. Rockville, MD: Aspen Systems Corp., 1982. VSN# 01913

Another all-around useful resource.

Phelps, L. Allen and Laurie J. Batchelor. Individualized Education Programs (IEPs): A Handbook for Vocational Educators. Columbus, Ohio: National Center for Research in Vocational Education, 1979. VSN# 01051

An in-depth description of an individualized education plan, this book also describes vocational educators' role in the process.

Phillips, Linda. Barriers and Bridges. Sacramento, CA: California Advisory Council on Vocational Education, n.d. VSN# 01055

This book is especially valuable for the description of the barriers handicapped people face when seeking training, employment, and services.

Poteet, James A. Behavior Modification: A Practical Guide for Teachers. Minneapolis: Burgess Publishing Co., 1973. VSN# 01959

A short description of what must be done to set up a behavior modification system.

President's Committee on the Employment of the Handicapped. A Handbook on the Legal Rights of Handicapped People. Washington, D.C.: Superintendent of Documents, U.S. Government Printing Office, n.d. VSN# 01072

A ready reference on the legal rights related to architecture, employment, housing, transportation, and many more topics.

Twiford, Rainer. A Child with A Problem: A Guide to the Psychological Disorders of Children. Englewood Cliffs, N.J.: Prentice-Hall, 1979. VSN# 01960

Brief, easy-to-read descriptions of the psychological disorders of children.

Ward, Michael, et. al. A Workshop Manual to Increase Awareness of Handicapped People. Reston, VA: Council for Exceptional Children, n.d. VSN# 01916

Easy-to-follow, useful activities to help your audience simulate handicapping conditions.

Weisgerber, Robert (Ed.). Vocational Education: Teaching the Handicapped in Regular Classes. Reston, VA: Council for Exceptional Children, 1978. VSN# 01563

Practical, concise descriptions of the different handicapping conditions and the needs that students with these conditions might have in a vocational class.